

APA (American Psychological Association) Citation Quick Reference Guide

Basic Guidelines

Number all pages starting with the title page. Place numbers in the upper right hand corner. Put the first few words of the title to the left of the page number on every page.

The order of the paper's sections are as follows: Title page (page 1), Abstract (2), Main text (starting on page 3), References, and if applicable, Appendices, Author's note, Footnotes, Tables, Figure Captions, Figures.

Title: Brief (10 -12 words) and self-explanatory. Avoid redundancies such as "A Study of...", use standard capitalization, center over the top of the page, and double-space if the title is more than one line.

Student Author(s): Type under the title, centered.

Affiliation: Name of the institution where the research was conducted (i.e., Chipola College)

Running head: An abbreviated title (50 or less characters) in all caps, flush with left margin, introduced by the words "Running Head:" at the top of the title page but below the page number.

Abstract: (if required) The abstract consists of a short summary of the essay/article, no longer than one block paragraph in length (with no indentations) and no more than 120 words. Place the abstract on page 2 (after the title page) with the title "Abstract" centered at the top. Begin the abstract with the most important information in the paper, but don't repeat the title.

Introduction: Begin on the page after the abstract (page 3). The title of the paper should appear at the top of the page, centered. No "introduction" label is necessary. Give the appropriate background and context for your study by presenting the problem, explaining its importance and recognizing previous works that are relevant to your study. The main text of the paper follows the introduction with no label.

Quoting, citing, and referencing in the main text of the paper

For quotations fewer than forty words, include in the text enclosed in double quotation marks. For quotes longer than forty words, set off from the text in indented block form without quotation marks. If the quotation consists of more than one paragraph, indent the start of each one tab.

Follow the author-date method of in-text citation. This means that the author's last name and the year of publication should appear in the text, for example (Smith, 2001) and a complete reference should appear in the reference list at the end of your paper. If you are referring to an idea from a source but NOT quoting directly, or making reference to an entire book or article, only the author and year of publication are required. No page number is necessary

Always capitalize proper names including initials: T. Beller

If you give the title of a source in your paper, capitalize all words with four or more letters

Italicize or underline titles of longer works such as books and edited collections. Put quotation marks around titles of shorter works such as articles.

Examples:

According to Beller (2009), “Everyone was moving in the same direction, orderly, but with an element of panic and, beneath that, a nervous energy” (p. 141).

Long quote example:

Beller (2009) gives a vivid description of the ashen guy’s appearance:

At first glance, he looked like a snowman, except he was covered in gray, asbestos-colored ash. He was moving with the crowd, streaming north, up Broadway. His head and neck and shoulders and about halfway down his chest were covered in gray ash. You could make out a pair of bloodshot eyes (p. 141).

For a complete list of all in-text citation types, see the on-line APA resources at OWL Purdue University.

Reference List Basics

Create a separate page placed at the end of your paper. Label this page “References” centered at the top of the page. Each source cited in the paper must appear on this list.

Use hanging indentation, meaning that the second and subsequent lines should be indented one half inch from the left margin.

Authors are listed last name first. Give the last name and initials for all authors of a work up to and including seven authors. If there are more than seven authors, list the first six and use ellipses after the sixth author’s name. After the ellipses, list the last author’s name of the work.

Alphabetize the reference list entries by the last name of the first author of each source.

If there is more than one source with the same author, list them in chronological order beginning with the earlier work.

When referring to books chapters, articles, or Web pages, capitalize only the first letter of the first word of a title or subtitle.

Italicize titles of longer works such as books and journals.

Do not italicize, underline, or put quotation marks around titles of shorter works such as journal articles or essays in edited collections.

Beller, T. (2009). The ashen guy. In T. Cooley (Ed.), *Back to the lake* (pp. 141-143). New York: Norton.